



October 11, 2000

In Reponse Reply to:

01EDU0012S

Department Of Education

Student Financial Assistance

Carol Seifert

Contracts Office Technical Representative

Subject: Contract # ED-99-DO-0002

Task Order # 31.1 SFA Front-To-Back Training Design

Deliverable 31.1.6 Pilot Training Session

Dear Ms. Seifert

Enclosed is the Pilot Training Session that is required by the subject task order. A pilot training session is being conducted for a small target audience. The purpose of the pilot class is to test the SFA Front-to-Back training to evaluate the course and identify areas for improvement. Session results will be summarized, and course content will be modified accordingly.

According to our agreement, SFA has until October 25, 2000 to review the deliverable and provide comments or questions to the Modernization Partner. All comments and questions should be directed to Kim Morris at Kim.T.Morris@ac.com, with copies to Fredrica.L.Snead@ac.com and Rachel.DeLoach@ac.com, between now and close of business on October 25, 2000. Comments and questions are the responsibility of the individuals on the distribution list below.

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